



**Secretary of State  
Office of Professional Regulation**

**AUCTIONEER  
Application Instructions**

**EXAMINATION: First time Applicants**

1. Complete Application and pay application Fee– Non-Refundable Processing Fee; and
2. Verification of Education (must be 40 hours approved by the National Auctioneering Association).

**LICENSURE BY APPRENTICESHIP: Applicants must submit the following:**

1. Complete Application and pay application Fee– Non-Refundable Processing Fee; and
2. Verification of Apprenticeship Experience form (apprenticeship of at least 250 hours of experience obtained within one calendar year which includes active participation in at least six auctions, including bid calling, under the direction and supervision of an auctioneer licensed and in good standing with this State or the state in which he or she is licensed and who has been in practice a minimum of three years).

**ENDORSEMENT: Applicants currently licensed from other states**

To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Complete Application and pay the application Fee– Non-Refundable Processing Fee;
2. Verification of Education (must be 40 hours approved by the National Auctioneering Association) or a Verification of Apprenticeship Experience form (apprenticeship of at least 250 hours of experience obtained within one calendar year which includes active participation in at least six auctions, including bid calling, under the direction and supervision of an auctioneer licensed and in good standing with this state or the state in which he or she is licensed and who has been in practice a minimum of three years).
3. Verification of Licensure form. Please provide verification of your original state of licensure as well as the license from your most recent state of employment.

**FAST TRACK ENDORSEMENT:**

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

1. Complete Application and pay Application Fee (Non-Refundable Processing fee);
2. Verification of Licensure form. Provide verification of your most current state of licensure. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application; and
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.